

BCT Minutes September 1-2, 1998

The meeting began on September 1, 1998 at 9:00 a.m., in the WPI offices. Day 1 adjourned at 4:00 p.m. Day 2 convened at 8:00 a.m. and adjourned at 4:00 p.m.

Dates and sites of upcoming meetings:

October 6-7, 1998, in Dallas
November 4-5, 1998, in Austin
December 1-2, 1998, in San Antonio
February 9-10, 1999, in San Antonio
March 9-10, 1999, in San Antonio
April 13-14, 1999, in San Antonio
May 11-12, 1999, in San Antonio

Date	Time	Lead Support People	Document	Comments	How will we know it's done?	Disposition
1. 9/1/98	9:00 a.m. – 9:01 a.m.	Wille, L. BCT Members	Approved Team Norms	Lee will bring a hardcopy punched for notebooks to the Sept. BCT.	Team accepts document.	Closed. Team received norms and Tier II agreement.
2. 9/1/98	9:01 a.m. – 9:10 a.m.	Hueni, C. BCT Members	BCTDB Reports	Discuss adding a quarterly list for those documents (i.e. Peer reviews, closure reports) that will be included in the review loop 2-3 months in advance.	Team acts pro or con on the proposed change in the BCTDB reports.	Closed. We will add upcoming documents to the coming events item in the telecon. Kelly will invite regulators to peer review which deals in funding and occurs prior to pre-scope. Add this step to the pre-scope process flow chart.
3. 9/1/98	9:10 a.m. - 9:15 a.m.	Hueni, C., Schaumburg, T. BCT Members	BCTDB Modifications	Discuss modifying the tracking system to include outstanding actions and resolution of comments on documents. Emphasizing not only front end reviews of final drafts, but also time frames, target dates, status for response to comments/resolution of outstanding issues.	Team acts pro or con on the proposed change in the BCTDB.	Closed. We need to be sure that we create new tasks in the BCTDB to track items near the end of the closure process, especially responses to comments.

4. 9/1/98	9:15 a.m. – 9:20 a.m.	Hueni, C. BCT Members	BCT Meetings	Discuss extending the BCT and conference calls to Kelly Zone Managers/Staff.	Team agrees on whether or not to include Kelly zone managers and staff.	Closed. We will control this item by controlling the agenda. When we include items appropriate people will attend the meeting. Kelly and TNRCC will try to schedule tech discussions in association with BCT meetings.
5. 9/1/98	9:20 a.m. – 9:30 a.m.	Hueni, C. BCT Members	BCT Meetings	Discuss Adding Discussions of Technical Documents, Outstanding Technical Documents, and Technical Approaches, etc. to the BCT Meetings.	Team agrees on whether discussion of technical documents should be part of BCT agenda.	Closed. We will control this item by controlling the agenda. When we include items appropriate people will attend the meeting. Kelly and TNRCC will try to schedule tech discussions in association with BCT meetings.
6. 9/1/98	9:30 a.m. – 9:45 a.m.	Landez, N. Camille, BCT Members	Status of the C-5 Business Area and EPCF Phase I RFI Reports	Kelly AFB is awaiting resolution of TNRCC and EPA's discussion on the methodologies used to calculate the MSC. EPA: Please provide a status on this issue at the BCT meeting. This issue impacts the C-5 Business Area and EPCF Phase I RFI Final Reports.	Team receives status report.	Open. Camille distributed a handout. EPA and state will negotiate final numbers. These numbers may block property transfer in the future, depending on circumstances.
7. 9/1/98	9:45 a.m. – 9:50 a.m.	Power, A. Ebert, J.	Update Base-wide PA/SI	The Final Draft was sent to the TNRCC requesting a response. Comments are welcome but are not driven by regulations.	Team received any comments TNRCC will provide.	Closed. If TNRCC wants to respond, they will.
8. 9/1/98	9:50 a.m. – 10:15 a.m.	Meshako, C. BCT Members	Scoping document for the Investigation of Contamination Underneath Floors of Buildings in the C-5 Area.	BCA will provide the scoping document for the Investigation of Contamination Underneath Floors of Buildings in the C-5 Area after discussions with Boeing.	Document received by the team.	Closed. Kelly will do splits with GKDC, and may do additional sampling later. A map of sample sites was distributed.
9. 9/1/98	10:15 a.m. – 10:25 a.m.	Break				

10.9/1/98	10:25 a.m. – 11:30 a.m.	Lee Wille	Conduct overall process assessment.	Several people have suggested privately that one thing or another isn't going well. Also, we have several items on this agenda which involve review of processes we've established. Rather than a piecemeal approach, I'd like to spend one hour assessing how well the team is working overall, and develop an agenda for improvement. We would use silent brainstorming and affinity as we did for our norms exercise.	Team approves an agenda for process improvement.	Dropped. Instead, Lee, Mike, Camille, and Allan will meet prior to the next BCT meeting to identify team problems and develop tentative solutions.
11.9/1/98	11:30 a.m. – 1:00 p.m.	Lunch Break				
12.9/1/98	1:00 p.m. – 3:00 p.m.	Hueni, C. Lisa Price, Ragan Tate, BCT Members	Conduct Natural Attenuation Briefing	EPA will conduct a natural attenuation briefing to the BCT for position clarification.	Briefing is completed. All agree that information is complete.	Closed. Team conducted a natural attenuation workshop. Natural attenuation will be considered as one potential remedy along with all other remedies.
13.9/1/98	3:00 p.m. – 4:00 p.m.	Hueni, C. Ragan Tate, BCT Members	Property Transfer Discussion	A discussion will take place to address the property transfer by deed issues. The question that needs to be answered is whether it be completed piece meal or transferred all at once.	Team agrees on a procedure for property transfer.	Closed. The base will be transferred in large blocks, not as a whole. Created a task for next BCT related to re-conceptualizing clean-up areas.
14.9/1/98		End of Day 1				
15.9/2/98	8:00 a.m. – 8:05 a.m.	Requested by Camille	Status Report: Optimization progress on interim ground water systems: Status, Timeframe for completion.		Team receives status report.	Open. Assigned to William. New due date 9/15/98. E-mail to Camille, cc team.
16.9/2/98	8:05 a.m. – 8:10 a.m.	Requested by Camille	Zone 4 Delineation update:	Validation of data complete? When will information be presented to RAB?	Status report received by the team.	Open. William will send Zone 4 plume delineation map and data to regulators and RAB by 9/17/98.
17.9/2/98	8:10 a.m. – 8:15 a.m.	Requested by Camille	Status on MP area:	Update, timeframes.	Status report received by the team.	Open. William will send a status report to to Camille 9/22/98.
18.9/2/98	8:15 a.m. – 8:20 a.m.	Requested by Camille	Status on D-10 project.	Response to comments? On-board, what?	Status report received by the team.	Open. William will send status report to Camille by 9/15/98.
19.9/2/98	8:20 a.m. – 8:25 a.m.	Requested by Camille	Status of Base-wide Fate and Transport modeling?	Conceptual model, data gaps resolved? How will offsite data be included?	Status report received by the team.	Open. Chris will send data to Camille by 9/15/98.

20.9/2/98	8:25 a.m. – 9:50 a.m.	Requested by Camille	Final Transfers of BRAC Properties (Preliminary discussion):	How will Air Force propose transfer? Piecemeal vs. base-wide BRAC. Timing of soil remediation and close-out versus ground water remedies. Considerations for current work.	Team approves process for final transfer.	Drop. Duplicate of item 13.
21.9/2/98	9:50 a.m. – 10:00 a.m.	Break				
22.9/2/98	10:00 a.m. – 11:30 a.m.	Ryan, W. Posnick, A., Hueni, C.	Backward-Planned Calendar for Kelly Clean-up	Develop a full backward-planned calendar for Kelly clean-up program. The goal for the July BCT is to reconcile the differences between the Compliance Plan schedule and the AF schedule for RCRA closure.	Team approves calendar.	Open. Extensive discussion led to a series of tasks that will result in a report at the November BCT on draft schedules for zones 2-5, and completed schedule by February at the latest. Brian has added tasks to the BCTDB.
23.9/2/98	11:30 a.m. – 1:00 p.m.	Lunch Break				
24.9/2/98	1:00 p.m. – 1:30 p.m.	Schaumberg, T. BCT Members	Team Norms	Revisit team norm on document review and task accountability. Recommend the team establish a formal process for changing task due dates. It seems that the weekly teleconferences are serving no purpose other than allowing us to collectively extend due dates.	Process established by the team.	Closed. Many dates slip. We need to personally renew our commitment to get things done as promised. We produce a status report monthly and a hot issues report every two weeks. Hot issues will include a 2 month window. Members must give team adequate notice of dates that will slip, and secure team approval.
25.9/2/98	1:30 p.m. – 2:20 p.m.	Ryan, W. BCT Members	Regulatory Review and Comment	Discuss streamlining regulatory review and comment process	Process established by the team.	Closed. Sometimes EPA/TNRCC comments do not agree. WPA/TNRCC will increase coordination but may still disagree. EPA/TNRCC will resolve conflicts prior to on-board review.
26.9/2/98	2:20 p.m. – 2:30 p.m.	Break				
27.9/2/98	2:30 p.m. – 3:20 p.m.	Posnick, A. BCT Members	Public Notice Discussion	Review Allan's Draft Paper sent to the team for the 8/4/98 BCT. Bring the document to the meeting. KAFB, TNRCC, and EPA should come prepared to discuss this action item. If this action item cannot be completed at this BCT meeting, recommend having meetings with all parties at the TNRCC office.	Team approves public notice model.	Open. Drafts are not ready for review. Allen's document will become a decision tree of which public notice is a part. New date 10/4/98. Allen will send a draft to the BCT by 9/28/98.

28.9/2/98	3:20 p.m. – 3:40 p.m.	Landez, N. BCT Members	Status of RFA/RFI of the Industrial and Warehouse Business Areas Project.	Pre-scope strategy and review FY99 projects.	Team establishes strategy. Team reviews FY99 projects.	Closed. Draft RFA is done and regulator comments have been received. Norma is re-scoping the project. NFA units from RFA begin documentation process. Inactive sites will be investigated and closed using the generic closure plan. Active units will go forward with RFI investigation.
29.9/2/98	3:40 p.m. – 3:45 p.m.	Schaumburg, T. BCT Members	BCT Teleconference Scheduling	Discuss identifying the specific weeks that a teleconference will be held up until the next BCT meeting.	Teleconference schedule adopted by the team.	Closed. Teleconferences will be every other week from now on. September conferences will be the 15 th and the 29 th . We will schedule telecons monthly at the end of the BCT meeting.
30.	3:45 p.m. – 3:55 p.m.	Lee Wille	Establish calendar of BCT meetings.	See attachment. Please bring your personal calendars.	Team approves meeting dates.	Closed. See header of these minutes for dates.
31.9/2/98	3:55 p.m. – 4:00 p.m.	BCT Members De Venoge, T., Posnick, A., Hueni, C.	List of Documents Going to the RAB at the Conclusion of the Sept. BCT Meeting	Clarify which documents go to the RAB and the TRS at the close of the BCT Meeting.	Team approves list of documents.	Closed. RI for OUI (Zone 4). RAB has received list of documents that it will receive in the next 12 months. Distribute Zone 4 Delineation Map to RAB. Give Damien copies of FOSL's when they are signed.
32.	Added item	Lee Wille	Begin October agenda	Each month we will begin to establish the next month's agenda at the end of the BCT meeting.	Team approves agenda items.	Closed. See attached list of October agenda items.

October Agenda Items

(Note: The exact form of these items may differ in the final agenda. This is a tentative list.)

Date	Time	Lead/ Support People	Document	Comments	How will we know it's done?	Disposition
10/6/98	10 minutes	Lee	Review of Team Norms	This is a monthly item reminding us of team norms and our common expectations.	Lee completes review.	
10/6/98	20 minutes	Chuck	Propulsion Business Area Status Report	Chuck will give a status report on the lease transfer of the Propulsion Business Area	Team accepts status report.	
10/6/98	10 minutes	Laurie	Property Transfer Overview with Map	Laurie will provide a map of re-conceptualized zones, with indication of plans for property transfer.	Team receives map and report.	
10/6/98	90 minutes	Allan	Public Notice Flow Chart	Allan will present his flow chart, and the team will respond.	Team approves Public Notice Flow Chart	
10/6/98	45 minutes	Tom D	NA Parameters document	Team will hear a presentation from Tom and staff.	Team accepts document.	
10/6/98	10 minutes	Tom D	RAB preparation	Since the RAB will be meeting shortly after the BCT meeting, we will discuss aspects of the upcoming RAB agenda.	Team approves input to RAB.	
10/7/98	3:40 p.m. – 3:45 p.m.	Lee Wille	BCT Teleconference Scheduling	Each month we will establish the coming schedule of teleconferences.	Teleconference schedule adopted by the team.	
10/7/98	3:45 p.m. – 3:55 p.m.	Lee Wille	Establish calendar of BCT meetings.	Each month we will consider extending the calendar of BCT meetings. Please bring your personal calendars.	Team approves meeting dates.	
10/7/98	3:55 p.m. – 4:00 p.m.	BCT Members De Venoge, T., Posnick, A., Hueni, C.	List of Documents Going to the RAB at the Conclusion of the Sept. BCT Meeting	Each month we will clarify which documents go to the RAB and the TRS at the close of the BCT Meeting.	Team approves list of documents.	

10/7/98	10 minutes	Lee Wille	Begin November agenda	Each month we will begin to establish the next month's agenda at the end of the BCT meeting.	Team approves agenda items.	
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